



CITY OF SAN ANTONIO

FIRE DEPARTMENT



TO: Participating Fire Sprinkler Contractors

SUBJECT: **INFORMATION BULLETIN 108**
Fast-Track Fire Sprinkler Permits

DATE: November 14, 2005
Revised October 1, 2010

The San Antonio Fire Department (SAFD) and City of San Antonio Fire Code require fire sprinkler plans to be reviewed for all permit applications where one of these systems is installed, rehabilitated or modified.

Due to the unique nature of the fire sprinkler system installation and permitting process, the SAFD has developed, as a customer service initiative, a program to assist sprinkler contractors in obtaining a Fast-Track Fire Sprinkler Permit. This optional permit will allow the contractors to legally start work, without delay, while still providing for and requiring the necessary code review of the completed design drawings by SAFD at a later date.

To obtain a Fast-Track Fire Sprinkler Permit, a sprinkler contractor is to contact SAFD's Fire review of the completed design drawings by SAFD at a later date. Prevention Division, located at 1901 S. Alamo, San Antonio, Texas either in person or by fax and request a Fast-Track Fire Sprinkler Permit. The applicant provides a completed Fast-Track Fire Sprinkler Permit Application (attached) signed by both the fire sprinkler contractor and the general contractor and pays a nonrefundable permit fee. **Please note that the Fast Track Permit will expire 45 days from issuance unless renewal is approved by the Fire Marshal or his designee.** Design documents (plans, manufacturer's cut sheets, calculations, etc) are not submitted with the Fast-Track Fire Sprinkler Permit Application. After processing the application, the applicant will receive a Fast-Track Fire Sprinkler Permit which allows the fire sprinkler contractor to legally begin work..

When design documents are completed, the applicant will submit them for review in one of the normal methods (general review or requested express/overtime review) or submit PE certified plans per **Informational Bulletin 102b**. Note that this is a separate fire sprinkler permit that is required to begin the plan review and inspection process. Please reference **Informational Bulletin No. 107**, Fire Sprinkler Permit Application and Checklist, to ensure that the application is complete. The applicant pays the conventional permit fee based on the requirements of the City's fire code. The Fast-Track Fire Sprinkler Permit fee will not be credited toward the full permit fee.

By allowing fire sprinkler contractors the time necessary to complete their plans, the submittal of incomplete and/or partial plans will be unnecessary. If separate permits are anticipated for

various segments of the job, then separate Fast-Track Fire Sprinkler Permit Applications will be required.

We hope this process will assist our customers with their construction process. If you have any questions about this new permit or about the procedures to follow, please call the Fire Marshal's Office at 210-207-8410 or the PDSD Engineer at 210-207-5006.

A handwritten signature in black ink, appearing to read "Earl Crayton II", is written over a horizontal line.

Earl Crayton II
Assistant Chief/Fire Marshal
San Antonio Fire Department

Attachment: Fast Track Fire Sprinkler Permit Application



**CITY OF SAN ANTONIO
SAN ANTONIO FIRE DEPARTMENT
FAST-TRACK FIRE SPRINKLER PERMIT APPLICATION
OPTIONAL**



A. APPLICANT: (Please complete all of the following information. Please print.)

Project Address: _____ Building: _____ Space: _____

Project Name: _____

Type of Work (select one): New: ☐ Existing/Mod: ☐

Scope of Work: _____

STATEMENT OF UNDERSTANDING

The undersigned requests that a fast-track fire sprinkler permit be issued to allow the work to proceed prior to the approval of the design documents. It is understood that all work performed prior to the approval of the plans and issuance of the full permit is done completely at the permit holder's own risk. Any work that is found to not comply with the approved plans shall be corrected. The undersigned acknowledges the following conditions:

- No work will be inspected without the approved plans on the job site.
- No work may be concealed (including behind lay-in ceiling tiles) without inspection approval.
- No Certificate of Occupancy will be issued without inspection approval.
- Fast Track Permit will expire in **45 days** unless renewal is approved by the Fire Marshal or his designee.

The permit holder shall notify the general contractor of these conditions. Furthermore, the applicant agrees to proceed with the development and obtain approval of the design documents as soon as possible. All review issues shall be resolved, and the full permit shall be obtained without delay.

B. FIRE SPRINKLER SYSTEM CONTRACTOR:

Company Name: _____ Cosa ID: _____

Company Address: _____

Telephone #: _____ Fax #: _____

Applicant's Name (Print): _____

Applicant's Position: _____

Applicant Signature: _____ Date: _____

Email address: _____

C. GENERAL CONTRACTOR: (Required)

Company Name: _____

General Contractor Name (Print): _____

General Contractor Signature: _____ Date: _____

D. FOR SAFD USE ONLY:

Fast-Track Fire Sprinkler Permit Number: _____ Permit Date: _____

Fast -Track Fee Paid: _____